

**2023
ANNUAL
PERFORMANCE &
EXPENDITURE
REPORT
FY 2023**

ACCEPTED

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(FHWA)

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Prepared in cooperation with the Texas Department of Transportation, the U.S. Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

INTRODUCTION

The Annual Performance Expenditure Report (APER) provides a summary of the Victoria Metropolitan Planning Organization's (MPO) planning activities and the products produced by the MPO during the fiscal year (FY), FY 2023 began on October 1, 2023, and ended on September 30, 2023.

Performance and expenditure reporting are required under 23 Code of Federal Regulations, Section 420.117, which states that the State, and its subrecipient (the MPO), produce a report of activities and expenditures conducted that fiscal year. The APER is due to the Federal Highway Administration (FHWA) 90 days after the end of the fiscal year. The APER describes the planning activities, listed as Tasks or Subtasks, in the Unified Planning Work Program (UPWP). Both the UPWP and the APER are separated into five major tasks: (1) Administration & Management; Data Development & Maintenance; (3) Short Range Planning; (4) Metropolitan Transportation Plan; and (5) Special Studies.

The Victoria MPO's transportation planning activities and work products, for the FY 2023, were documented in the FY 2023 UPWP prior to the beginning of the fiscal year. The planning activities and work products outlined in the FY 2023 UPWP are analyzed and assessed in the FY 2023 APER and help to determine the progress made for each task. Following each task, the Funding Summary table details the Federal funds budgeted and expended. Additionally, the Funding Summary table includes the remaining balance of Federal funds and the percentage of funds expended under that task for the previous fiscal year.

TASK 1.0: ADMINISTRATION AND MANAGEMENT

TASK SUMMARY: To deliver the plans and programs necessary to administer Federal transportation planning grants and maintain the cooperative, comprehensive, and continuous planning process for the Victoria Metropolitan Planning Organization on a continuing basis. The objectives for Task 1.0 are:

- General Administration of the MPO grant,
- Educational development
- Staff training
- Small tools, equipment, and office supply purchases,
- Website maintenance, and
- The MPO's Title VI Civil Rights Evaluation and Public Participation Plan (PPP).

Subtask 1.1 Administration- Prepare and submit all documents necessary to ensure compliance and maintain the continuity of the planning process, including the FY 2022 APER, the FY 2022 Annual Listing of Projects (ALP), and the FY 2024 Unified Planning Work Program (UPWP); prepare for and conduct Policy Advisory Committee meetings and other required meetings; facilitate citizen participation; complete meeting minutes and other documentation; maintain financial records; and purchase office supplies, materials, furniture, computers, and any related equipment needed to administer the MPO. Any equipment purchase exceeding \$5,000 for one unit will require prior approval from FHWA.

Work Performed and Status: MPO staff completed the following items under Subtask 1.1.:

- *The FY 2022 Annual Performance and Expenditure Report (APER), submitted to TxDOT December 2022, and accepted by FHWA January 2023.*
- *The FY 2022 Annual Listing of Projects (ALP), submitted to TxDOT June 2023, and accepted by FHWA July 2023.*
- *The FY 2024 Unified Planning Work Program, submitted to TxDOT May 2023, and accepted by FHWA June 2023.*
- *Two amendments to the FY 2023 Unified Planning Work Program, submitted to TxDOT in January and February 2023 for the inclusion of a Data-Driven Safety Plan.¹*
- *The MPO conducted a total of 6 Policy Advisory Committee meeting throughout FY 2023, and*
- *Handled the facilitation of public notices, minutes, and all supporting material for public meetings.*
- *MPO staff provided all required and available information to the Policy Advisory Committee and other interested parties throughout FY 2023.*

¹ This Data-Driven Safety Plan is a contract between TxDOT and TTI, with the choice given to all Texas MPO's to use SPR funds for this project. The Data-Driven Safety Plan will not occur until the FY 2024. Further discussion on these funds will be addressed in [Subtask 5.3](#).

Subtask 1.2: Website Maintenance— Maintain the Victoria MPO website, www.victoriampo.org, to provide up-to-date information plans, programs, meetings, and activities.

***Work Performed and Status:** MPO staff completed the following work under Subtask 1.2; routinely providing the following information:*

- Updated and maintained www.victoriampo.org routinely to provide accurate information regarding the Victoria MPO.
- Posted updated amendments to the FY 2023- 2026 Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and the Unified Planning Work Program (UPWP), as needed.
- Posted and provided annual MPO reports, like the Annual Listing of Projects (APL) and the Annual Expenditure and Performance Report (APER), as available.
- Posted and provided up-to-date information on Policy Advisory Committee meetings and ongoing studies.
- Posted and provided Public Comment and Review Notices and Public Hearing Notices.

Subtask 1.3 Travel and Education- Participate in conferences, seminars, meetings, and training opportunities to remain familiar with current regulations and practices related to the transportation planning field as provided by Federal Highway Administration, Federal Transit Administration, Texas Department of Transportation, American Planning Association, and the Association of Metropolitan Planning Organizations (this travel will be out of state), and other related agencies. Prior approval from TxDOT- TPP will be requested for any out of state travel.

***Work Performed and Status:** MPO staff travelled to a variety of meetings, workshops, and conferences when offered. These conferences, workshops, meetings, and other training opportunities were conducted by the Texas Association of Metropolitan Planning Organizations, the Texas American Planning Association, Federal Highway Administration, Association of Metropolitan Planning Organizations, Texas Department of Transportation, the Texas A&M Transportation Institute, and other related agencies. MPO staff travelled to the following meetings, workshops, and/or conferences in FY 2023:*

- The 2023 Texas Transportation Forum, the Texas Statewide Pedestrian Safety Forum.
- The 2022 and 2023 National Association of Metropolitan Planning Organization (AMPO) Conference.
- Complete Streets, State Transportation Improvement Program (STIP) and TIP Training, and Travel Demand Model trainings.
- Local Government Project Procedures 101 Training Class.
- Three quarterly meetings of the Texas Association of Metropolitan Planning Organizations (TEMPO).

Subtask 1.4 Title VI Civil Rights Evaluation- Ensure minority and low-income populations have the opportunity to participate in the transportation planning process; continue to implement procedures that will analyze minority and low-income areas; evaluate the Public Participation Plan on a regular basis to monitor its effectiveness and revise as needed; and hold public meetings in accordance with the public participation plan.

***Work Performed and Status:** MPO staff used data from community engagement and involvement activities in environmental justice areas to address the needs of low-income and minority populations. And, in compliance with the PPP, all public hearings and public participation were held to ensure maximum participation from all populations. Staff monitored and updated the plans and programs associated with Subtask 1.4, as needed. MPO staff completed the following under Subtask 1.4:*

- *Conducted public engagement activities at the Victoria Public Library and Victoria Transit.*
- *Title VI violation forms*
- *Updates to the MPO's Public Participation Plan (PPP), and*
- *The Limited English Proficiency (LEP) Plan.*

1.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 60,000.00	\$ 50,608.55	\$ 9,391.45	84.35%
Local Planning Funds				
FTA				
CMAQ				
STP MM				
TOTAL	\$ 60,000.00	\$ 50,608.55	\$ 9,391.45	84.35%

TASK 2.0

DATA DEVELOPMENT AND MAINTENANCE

TASK SUMMARY: To create, update, and maintain spatial information, demographic data, and analyses to support MPO planning efforts. The MPO utilized data collection, Geographic Information Systems (GIS), and TransCAD systems to evaluate existing and new plans, developed needed maps, and completed needed analyses. The data collected, analyzed, and maintained by the MPO for transportation planning purposes were:

- U.S. Census data,
- The MPO’s roadway network,
- Alternative transportation facilities,
- Travel demand model demographic data, and,
- PM1, PM2, and PM3 data for setting performance-based planning measures.

Subtask 2.1: Geographic Information Systems (GIS)– Continue the partnership with the City of Victoria to develop and maintain the City’s GIS capabilities and databases used for planning purposes for both the City and MPO. The City of Victoria’s GIS Team performs all MPO work associated with GIS, and, thereby, the City is reimbursed by the MPO for their assistance, as seen in the Task 2 1-Year Funding Summary Table.

Work Performed and Status: The partnership between the MPO and the City of Victoria’s GIS Team completed the following work in FY 2023:

- *Maintained and continues to maintain the MPO’s GIS data.*
- *Created maps and visuals for the MPO to use in presentations, publications, and for online use.*
- *Established and maintains the MPO’s ArcGIS page and produces a platform for the MPO to share online maps or web applications.*
- *Completed all necessary GIS work associated for the MPO.*

Subtask 2.2: Demographic Data- Collect, maintain, and verify data for the TDM, Public Participation Plan (PPP), Title VI Plan, and Limited English Proficiency (LEP) Plan. The MPO will hire a consultant to conduct the demographic analysis and forecast for the TDM, however MPO staff will continue to be responsible for maintaining and reviewing demographic data for the study and area.

Work Performed and Status: MPO staff completed the following under Subtask 2.2:

- *Worked with a hired consultant, Cambridge Systematics, to complete the 2050 Sociodemographic Forecast to the planning year 2050 for the update to the MPO’s travel demand model.*
- *Reviewed and analyzed available Census data used for the travel demand model and other planning documents and programs for the MPO, as needed.*

2.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance ²	Percent Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$ 40,500.00	\$ 42,204.68	\$ (1,704.68)	104.21%
Local Planning Funds				
FTA				
CMAQ				
STP MM				
TOTAL	\$ 40,500.00	\$ 42,204.68	\$ (1,704.68)	104.21%

² Overage in Task 2.0 is due to the MPO increasing funding for data and for access to the City's ArcGIS Online. MPO staff have accounted for the increased costs in Task 2.0 and will budget additional funds for this in the future. The overage in Task 2.0 is, ultimately, absorbed by the Programmed Balance in Tasks 1, 3, and 4.

TASK 3.0

SHORT RANGE PLANNING

TASK SUMMARY: The objective of Task 3.0 is to perform the required short-range transportation planning activities which will assist in the development of long-range and on-going projects; and, maintain coordination between the MPO and Victoria Transit to plan and address the needs of Victoria Transit. The MPO completed the following, as needed, for this task:

- Amendments to the FY 2023- 2024 TIP,
- Analyses of regional transportation planning performance measures,
- Development of regional transportation planning performance measures, and
- Assisted Victoria Transit with transportation planning needs, including future expansion and route needs.

Subtask 3.1: Transportation Improvement Program (TIP)– The Victoria MPO will process any needed amendments for the FY 2023-2026 TIP as needed.

Work Performed and Status: MPO staff completed the following work under Subtask 3.1:

- *Processed four major amendments and one administrative amendment to the FY 2023- 2026 TIP.*
- *The first major amendment was approved by the Policy Advisory Committee in January 2023.*
- *The second major amendment was approved by the Policy Advisory Committee in February 2023.*
- *The third amendment was approved by the Policy Advisory Committee in September 2023.*
- *In April 2023, MPO staff processed one minor amendment administratively and updated the FY 2023- 2026 TIP accordingly.*

Subtask 3.2: Performance Measures– The MPO will continue to coordinate with TxDOT and Victoria Transit to develop the appropriate performance measures, as established in MAP-21, the FAST Act, and continued in the BIL. These performance measures have been developed following the action and direction from the U.S. Department of Transportation (US DOT) and TxDOT and, the MPO will continue to adopt and analyze performance measures for current and future transportation plans and programs.

Work Performed and Status: MPO staff completed the following work under Subtask 3.2:

- *MPO staff continued to follow the timelines and notices of proposed rulemaking concerning required performance measures and will continue to follow this process.*
- *MPO staff reviewed and analyzed regional transportation performance data trends and adopted the following performance metrics for the MPO in FY 2023:*

- *The 2023 Safety Performance Measures, adopted by the Policy Advisory Committee in January 2023*
- *The 2024 and 2026 Bridge and Pavement Performance Measures, adopted by the Policy Advisory Committee in April 2023.*
- *Victoria Transit’s State of Good Repair (SGR) Performance Measures and Public Transportation Agency Safety Plan (PTASP) Measures, adopted by the Policy Advisory Committee in September 2023.*

Subtask 3.3: MPO Transit Planning– The MPO will continue to evaluate the existing transit system relative to local need and in context of the entire transportation system; and, also, continue to work with Victoria Transit on their transportation planning activities.

Work Performed and Status: MPO staff completed the following work under Subtask 3.3.:

- *Continued to work with Victoria Transit staff throughout the year on planning activities related to operations, finances, and reports.*
- *Providing a forum to communicate and discuss updates to Victoria transit routes, bus shelters, and information and news.*
- *Resolutions approving and reaffirming the Public Transportation Agency Safety Plan (PTASP) and Transit Asset Management (TAM) targets in September 2023.*
- *Amendments to the FY 2023- 2026 Transportation Improvement Program (TIP).*
- *Interagency planning meetings and activities throughout the fiscal year.*

3.0 Funding Summary

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$21,000.00	\$20,815.46	\$184.54	99.12%
Local Planning Funds				
FTA				
CMAQ				
STP MM				
TOTAL	\$21,000.00	\$20,815.46	\$184.54	99.12%

TASK 4.0

METROPOLITAN TRANSPORTATION PLAN

TASK SUMMARY: The objective of this task is to develop, document, amend, and publish the Metropolitan Transportation Plan (MTP) to meet the needs of the metropolitan area for a 25-year horizon, in accordance with federal, state, and local regulations. The expected work task products were:

- Complete any amendments to the 2045 MTP, as needed, and
- Update the travel demand model to reflect a base year of 2017.

Subtask 4.1 Metropolitan Transportation Plan- MPO staff will process any necessary amendments to the 2045 MTP.

Work Performed and Status: MPO staff completed the following work under Subtask 4.1:

- *MPO staff processed 2 major amendments to the 2045 MTP in FY 2023.*
- *The 4th and 5th amendments to the 2045 MTP were both approved by the Policy Advisory Committee in February 2023.*
- *The 4th amendment added Appendix B, which added an illustrative list of unfunded projects to the 2045 MTP.*
- *The 5th amendment took one project and split it into two separate projects in the 2045 MTP.*

Subtask 4.2 Travel Demand Model- MPO staff will continue to update the TDM, with data made available through the consultant hired to conduct the special study in Task 5, to reflect a 2017 base year, a 2022 interim year, and 2050 forecast year.

Work Performed and Status: MPO staff completed the following work under Subtask 4.2:

- *Continued the development of the MPO's travel demand model to reflect a 2017 based year.*
- *Worked with a consultant, Cambridge Systematics, to develop and completed the 2050 Socioeconomic Forecast for the travel demand model.*
- *Completed the 2050 Socioeconomic Forecast for the travel demand model in April 2023.*
- *Submitted the completed draft network and socioeconomic forecast to TxDOT and TTI staff, which was reviewed and accepted by TxDOT and TTI staff in July 2023.*

Subtask 4.3 Complete Streets Planning Activities- MPO staff will ensure that, at a minimum, 2.5% of PL funds will be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities as prescribed in Section 11206 the Infrastructure Investment and Jobs Act. Under this task staff will:

- Compile and share data and information on active transportation.

- Evaluate the active transportation system to understand system performance needs to identify regional activities.
- Hold Public outreach sessions to share information and encourage active transportation.
- Work with other parties to advance and improve the program.
- Look for innovative ways to optimize funding for active transportation projects; and,
- Support and align statewide and regional active transportation strategies and actions.

Work Performed and Status: MPO staff completed the following work under Subtask 4.3: collaboration with the City of Victoria, TX, MPO staff developed an Active Transportation Master Plan (ATMP) for the City. Under this subtask, MPO staff completed the following in FY 2023:

- *Collaborated with and oversaw the development of the City of Victoria’s first Active Transportation Master Plan (ATMP); the plan began in FY 2023 and was formally adopted by Victoria City Council in November 2023.*
- *Collaborated with TxDOT and TTI to develop a safety analysis report for the Victoria MPO region, the report was released to the MPO in July 2023.*
- *Reviewed and presented regional safety data to the MPO’s Policy Advisory Committee in January 2023.*
- *Supported and adopted regional safety performance measures for the Victoria MPO in January 2023.*
- *In collaboration with Farm and City, the Victoria MPO hosted a Vision Zero, Safe Systems training for local decision-makers and stakeholders.*
- *Continued coordination with local and regional stakeholders to discuss areas of concern in the network/system.*

4.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance	Percent Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$21,000.00	\$20,815.23	\$184.77	99.12%
Local Planning Funds				
FTA				
CMAQ				
STP MM				
TOTAL	\$21,000.00	\$20,815.23	\$184.77	99.12%

TASK 5.0 SPECIAL STUDIES

TASK SUMMARY: To conduct special studies that will support existing and projected local and regional needs. Under this task, MPO staff did the following:

- 2050 Socioeconomic Forecast for the MPO’s travel demand model, Demographic Study;
- The City of Victoria’s Active Transportation Master Plan (ATMP); and,
- The Data-Driven Safety Plan, with TxDOT and TTI.

Subtask 5.1 Demographic Study- MPO staff will continue to work with the consultant, Cambridge Systematics, to develop the sociodemographic analysis of the MPO planning area for the update to the 2050 travel demand model (TDM). The FY 2022 UPWP had allocated \$5,000 to this task but was unused, as the contract did not begin until October 1, 2022, in FY 2023. The \$5,000 from FY 2022 will be added into FY 2023 for a total of \$75,000.

Work Performed and Status: MPO staff completed the following for subtask 5.1:

- *Continued to work with Cambridge Systematics in the development of the 2050 Socioeconomic Forecast for the Victoria MPO Planning Area.*
- *Reviewed submitted sociodemographic data for the region for the years 2017, 2022, and 2050.*
- *Cambridge completed the 2050 Socioeconomic Forecast in April 2023, and the results were presented to the MPO’s Policy Advisory Committee at the June 2023 meeting.*

Subtask 5.2 Active Transportation Master Plan- The Victoria MPO will work with a consultant, Alliance Transportation Group (ATG), and the City of Victoria to develop an Active Transportation Master Plan (ATMP). The ATMP will provide the City of Victoria and the MPO with the necessary tools to develop and implement a safe and efficient multimodal transportation system that protects even the most vulnerable road users.

Work Performed and Status: MPO staff completed the following for subtask 5.2:

- *Worked with ATG and the City of Victoria to develop the ATMP.*
- *The ATMP was formally adopted by the Victoria City Council in November 2023 (FY 2024).*

Subtask 5.3 Data-Driven Safety Plan-³ The Victoria MPO will partner with Texas Transportation Institute (TTI) to develop a data driven Safety Plan that will identify safety trends in the Victoria

³ Subtask 5.3 was added to the MPO’s UPWP per TxDOT instruction, however further clarification on this plan was not made available to the MPO until the end of FY 2023. The Victoria MPO is still developing a Data-Drive Safety Plan in coordination with TxDOT and TTI, however the MPO will not be utilizing its Planning Funds for Subtask 5.3. The plan will be conducted in collaboration with TTI and TxDOT and will be paid for through a contract between TxDOT and TTI.

MPO Planning Area. The final Safety Plan will provide planned safety action and initiatives, prioritize projects and funding sources, and provide strategies and countermeasures to increase road safety for all users, with the goal of reducing the number of fatalities and serious injuries within the Victoria MPO Planning Area.

Work Performed and Status: MPO staff completed the following work under Subtask 5.3.:

- *Coordinated with TTI to develop a regional data-driven safety analysis for the MPO’s Data-Driven Safety Plan, which was provided to the MPO in July 2023.*
- *Continue to work with TTI and TxDOT to develop a baseline Data-Driven Safety Plan for the Victoria MPO.*
- *As a reminder, the Victoria MPO did not expend any of its Planning Funds for the development of the Data-Driven Safety Plan and the MPO will not expend any Planning Funds to develop this plan.*
 - *The Victoria MPO’s Data-Driven Safety Plan will be developed and funded through a contract between TxDOT and TTI. The MPO’s Data-Driven Safety Plan should be completed by the end of FY 2024 or in early FY 2025.*

5.0 FUNDING SUMMARY

Funding Source	Amount Budgeted	Amount Expended	Balance ⁴	Percent Expended
Transportation Planning Funds (PL 112 & FTA 5303)	\$175,000.00	\$125,000.00	\$50,000.00	71.43%
Local Planning Funds				
FTA				
CMAQ				
STP MM				
TOTAL	\$175,000.00	\$125,000.00	\$50,000.00	71.43%

⁴ The \$50,000 allocated to Subtask 5.3 were not expended as TxDOT provided the MPO’s with the option to pay for the development of a Data-Driven Safety Plan and have TxDOT pay TTI directly for the contract. Thus, the Victoria MPO did not expend the \$50,000 in Subtask 5.3. These funds will be viewed as carryover funds to aid in the development of the Victoria MPO’s 2050 MTP.

BUDGET SUMMARY

Total Transportation Planning Funds (TPF) Budgeted and Expended in FY 2023

UPWP Task	Description	Amount Budgeted	Amount Expended	Balance	Percent Expended
1.0	Administration and Management	\$ 60,000.00	\$ 50,608.55	\$ 9,391.45	84.35%
2.0	Data Development and Maintenance	\$ 40,500.00	\$ 42,204.68	(\$ 1,704.68) ⁵	104.21%
3.0	Short Range Planning	\$ 21,000.00	\$ 20,815.46	\$ 184.54	99.12%
4.0	Metropolitan Transportation Plan	\$ 21,000.00	\$ 20,815.23	\$ 184.77	99.12%
5.0	Special Studies	\$175,000.00	\$125,000.00	\$ 50,000.00 ⁶	71.43%
TOTAL		\$317,500.00	\$259,443.92	\$ 58,056.08	81.71%

⁵ See [Footnote 2](#) below Task 2.0 Funding Summary for additional information.

⁶ See [Footnote 3](#) and [Footnote 4](#) under Task 5.0 for additional information.